

### **SENIOR PROPERTY CLERK**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in conducting property control duties; assists with coordinating repair and/or replacement of equipment or property; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Verifies and tracks equipment and property purchases; receives shipments as required; verifies accuracy and condition of shipment received; retrieves appropriate documentation; coordinates property number assignment through property management; tracks property numbers in computerized system; tags and issues equipment to department; tracks equipment through inventory control measures; reports loss, theft or damage to Navajo Nation property; develops corrective measures to reconcile changes in property values, losses and/or problems incurred; oversees disposition of surplus and/or excess equipment; ensures appropriate write off of equipment and property.

Conducts inventory and establishes value of excess equipment; ensures surplus property is properly disposed of; records information regarding surplus equipment into computerized system; assists departments in coordinating repair and/or replacement of equipment; compiles information for recurring and ad hoc reports; prepares and submits required reports; attends staff meetings; keeps abreast of applicable policies and procedures; oversees and monitors work of assigned staff; assists staff with work assigned.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles, practices and methods of property control.  
Knowledge of Navajo Nation policies and procedures that affect assigned work.  
Knowledge of Navajo Nation organizational structure in order to accomplish assigned tasks.  
Knowledge of surplus property disposal.  
Skill in computerized property inventory.  
Skill in coordinating work of others.  
Skill in record keeping as it pertains to property control.  
Skill in computerized property inventory.  
Skill in verbal and written communication.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires some positions to lift frequently up to 50 lbs. and in excess of 100 lbs. infrequently; most positions general work in an office/warehouse setting.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and three (3) years of property control and inventory experience.

#### **PREFERRED QUALIFICATIONS:**

- College courses in Business, office services or related field.
- Forklift operation experience or certification.
- Proficient in the use of personal computers.

THE NAVAJO NATION

Class Code: 4016  
General Services and Maintenance Series  
Property Support Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

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### **SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbents may obtain a Navajo Nation Vehicle Operator's Permit within 90 days from date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.